FAST Guidance for Agency HQ Administrators

The FAST (Federal Automotive Statistical Tool) system (or just "FAST") was developed to assist fleets in meeting the data reporting requirements of Executive Order 13423 *"Strengthening Federal Environmental, Energy, and Transportation Management,"* the Energy Policy Acts of 1992 and 2005, the Energy Independence and Security Act of 2007, the General Services Administration's SF82 "*Agency Report of Motor Vehicle Data*", and the Office of Management and Budget's Circular A-11 *"Preparation, Submission and Execution of the Budget".* Data collected through FAST will satisfy all of these requirements.

A. Hierarchy Set-up

To report SF-82, EPACT, EISA, EO 13423, and A-11 data, the senior level official or their designated representative for each agency must create a reporting structure that we call the reporting hierarchy. You must build this hierarchy before any entities within your agency can be given a password or access to the system. For agencies that have entered data in prior-year data calls, this hierarchy will reflect the structure from the previous year. The agency administrators and trainers for each agency have been given access to build/modify their agency hierarchy. The hierarchy is built from the top down, much like an organizational pyramid. Only elements that have no subordinates are able to report SF-82, EPACT, and EO 13423 data. The agency administrator sets up their reporting hierarchy and authorizes users at various levels within that hierarchy using the following steps:

1. Login to FAST by opening your web browser (e.g., Internet Explorer, Firefox, or Safari) and keying in URL https://fastweb.inel.gov/ in the address window at the top of the screen. Enter your FAST Login ID and Password, and then click on the **Login** button. You will be prompted to change your password if your password has expired or if this is your first time to sign in to FAST. (Note: You must have JavaScript enabled to log into FAST. See your local IT help desk if you don't know how to enable JavaScript. Most browsers have JavaScript enabled by default).

2. When you have successfully signed in to FAST, click on the **Admin Tools** tab, then click on the **Update Reporting Hierarchy** link on the FAST System Administrative Tools menu.

3. To add a new element to your reporting hierarchy, click on **Add an Element** appearing above the list of hierarchy elements subordinate to you your agency.

4. Complete the requested element information: the Agency name and abbreviation (example – "Office of Defense Programs" and "ODP" for the name and abbreviation, respectively). If this element is a report level element (rather than an intermediate level headquarters), check the appropriate box and complete the information. Report level elements are those elements operating and reporting vehicles. In a case where an entity owns and operates vehicles and also oversees other entities that own and operate vehicles, that entity must be entered as multiple separate elements: first as a non-reporting element **and then again** as one or more reporting elements under the first element. Next, **choose the applicable contact from the drop-down box, and FAST will complete the header information for you. If the contact information needs to be updated, do so with the contact's work information, and when the Add Element Information button is clicked the FAST user database will be updated with your changes.** If the appropriate contact individual is not yet in the system, enter their information by clicking the "Add User…" link, and then click the **Add Element Information** button. Each time a user is added to FAST, an email notifying them of their user information will be sent automatically.

5. After the agency information and the contact information is complete, click on the **Add Element Information** button to save the entered information.

6. Repeat steps 3-5 until all agency and region elements are in place.

7. To enter a subordinate element (one underneath an established element), follow these steps:

    a. First click on the element **Name** that the subordinate element will fall under. This will bring up a list of elements subordinate to the element you clicked on.

    b. Next, click on the **Add an Element** button. This brings up the *Element Information/Contact Information Screen*. Enter the requested information (see steps 3-5 above) then click on **Add Element Information** to save the information entered. You will be returned to the screen listing the elements subordinate to the element you originally clicked on.

    c. To add yet another subordinate element under this element click on **Add Element**, otherwise click on **Up One Level** to navigate up through the agency's hierarchy.

8. Repeat the steps above as needed until all agency/regional elements are in place down to the fleet/reporting elements.

9. To move a fleet between hierarchy elements keeping historical data intact, please contact the FAST Help Desk.

10. This hierarchy structure can be modified as necessary prior to the beginning of the data call (October 1st). It does not matter if you make mistakes during setup – pruning and adjusting the hierarchy before the start of the FAST data call carries no consequences. However, you must proceed with extreme caution if you modify your reporting hierarchy structure after the data call begins, as you may inadvertently delete fleet data already entered by your users.

B. Add Users

After the Hierarchy set-up is completed, the next step is to add the agency and regional users. The Agency Administrator adds both the agency and regional users to FAST.

1. Click on the **Admin Tools** tab in FAST, and then click the **Update Users** link on the FAST System Administrative Tools menu.

2. Verify the user to be added is not yet in FAST. Click on the letter corresponding with the user's last name. If the user is not listed, click on the **Add** button at the top of the screen to add your user.

3. Complete all the information on the Add User Screen. After completing the user information, click on the **Add User** button at the bottom of the screen to save the information.

4. Next specify the Level 1, 2, 3, etc., access for the user. The new user will be able to view all Fleet Data under the organization(s) you select. You will choose the bureau/region for this new user from the drop down menu. Choose from either A (Read) or B (Read/Write) from the **Security** drop down menu. If the new user requires approval authority place a √ (check) in the **Approval Authority** box. When you have completed the data click on the **Approve** button to save. The saved information will be the "default" shown through the Region and Fleets associated with each Agency you give the new user access to. You may **Remove** a line if the default information is incorrect. You can then change the information to reflect the correct authorization/access for the user.

5. After all element items are selected and verified, click the **Done** button at the top of the "Add User" screen to save the changes. Each time a user is added to FAST an email notifying them of their user information will be sent automatically.

C. Preparation for Fleet Data Entry

FAST controls when the various forms used by the fleet-level users to submit data are available for use based on default dates set by the FAST system administrators and agency-specific dates which can be modified by the FAST agency administrators. The FAST agency administrator may set their own open and close dates, within the periods already established by those system-level default dates.

1. Select the **Admin Tools tab,** then click the **Manage Agency-specific Reporting Open/Close Dates** link in the "Other Administrative Tools" section.

2. Change the default dates for the **Actual Fleet Data**, **Forecast Fleet Data**, **Fleet Budget Data**, and **EPAct § 701 & EISA § 246** data calls for your agency. Click **Save** to save those updated dates. The **Open** dates control when the relevant forms are available to all users. The **Preliminary Close** dates control when the relevant forms are closed to fleet-level users. The **Final Close** dates control when the forms close to all users. You may use the preliminary close dates to ensure your agency administrative users have a period of time after the fleet users complete their data entry to review (and correct, if necessary) the submitted data ahead of the official close of the corresponding FAST data call.

D. Update Help Desk Contact Information

Each agency/department must have a designated individual and may have an optional alternate individual for Fleet Managers to contact with FAST-related questions. Contact information for both the primary and secondary individuals can be specified by selecting the **Admin Tools** tab, then clicking the **Update Help Desk Contact Information** link (within the "Manage Users" section of the FAST System Administrative Tools menu). Verify that the contact information for these individuals is current, correct, and complete (it should include name, email address, and telephone number). Each agency/department should ensure this information is correct and current prior to each data call.

E. Available Reports/Tools

The following reports will be available through links on FAST's **Reports and OMB Data** tabs.

OMB DATA

1. OMB A-11 AMVFR – Provides an overview of fleet inventory for all years surveyed (fiscal year just ended, along with projections for each of the next three fiscal years), accompanied by fleet costs for the fiscal year just ended. Information shown in this report comes from both the Actual Fleet Data data call in the fall of each year and the Forecast Fleet Data data call completed by late March each year. All agency administrators should review this report prior to the close of the Forecast Fleet Data data call, even though the majority of this report is not due to OMB until the following August, to ensure that their agency's projections for vehicle acquisitions and disposals make sense (e.g., that the combination of acquisitions and disposals do not result in negative inventory figures for a particular type of vehicle).

REPORTS

1. Agency Aggregate AFV Report – This is the official summarized set of data used to gauge your agency's compliance with EPACT requirements for acquisition of AFVs.

2. EO 13423 Fuel Consumption Report – Shows data FY 2006 through the current FY for "Covered Petroleum Consumption in GGE", and "Alternative Fuel Consumption (in GGE)". Data percentages are calculated against available 2005 baseline data.

3. Executive Fleet Summary Report – This report provides a summary of the selected agency's vehicles in inventory for the selected fiscal year that have been designated as being part of the agency's "Executive Fleet". Within this context, GSA Office of Governmentwide Policy has defined "Executive Fleet" vehicles as those vehicles used primarily to transport Heads of Agencies, Senior Executive Service (SES) employees, and General Officers.

4. Agency Data Quality/Consistency Report – Provides an overview of the submitted cost, mileage, inventory, and fuel consumption data for some or all of your agency, from the perspective of the consistency and completeness of that data. This report provides several different trends showing key data elements such as inventory, fuel consumption, and cost data across recent years, as well as cross-reference tables showing inventory (by fuel type) vs. fuel consumption and cost. All agencies are expected to review this report to help identify and resolve any significant issues with their reported data prior to the close of the FAST data call. In addition, agency administrators should work to ensure their fleet-level FAST users also review the version of this report for each of their respective reporting fleets within the agency hierarchy prior considering their submission complete.

5. Agency Trend Reports – Show different trends of FAST data for your agency, and provide comparisons of your agency against the Federal Government fleet as a whole or against individual agencies. These trends include inventory or acquisition data (by vehicle type, source, or fuel type), mileage data (by vehicle type), and cost data (by vehicle type).

6. Query Tool – Provides ad hoc query construction and manipulation capabilities for agency administrators to retrieve Section 1, 2, or 3, Section 701, EISA Section 246, and User data from FAST, including filtering, sorting, and subtotaling capabilities. You can either develop your own queries by selecting "New Query" or use the new "Query Wizard" to help you through the process until you're comfortable with how the Query Tool works.

7. Data Completion Report – Shows your Agency's fleet completion percentages. **Fleet approvals** are processed through this report.

8. Flagged Items Report – Shows any potential errors flagged during the Fleet data entry data validation step.

9. Fleet Performance Summaries – Shows any available fleet performance summaries provided by DOE's Federal Energy Management Program for your organization and for the Federal fleet as a whole.

F. Additional Tools

Additional administrative tools are located on the **Admin Tools** tab.

1. FAST Message System - Allows agency administrators to send email messages to the following groups of people through FAST:
    a) My Organization's Administrators,
    b) My Organization's OMB Users,
    c) My Organization's users (for all agency users),
    d) System Owner and individual agency recipients.

    The ability to view messages sent in the past (the message archive) is also available.

2. List Organizations and Users - Lists all Department Agencies, Regions, and Fleets along with their associated users and their phone numbers.

3. List Current Users - Shows a list of agency users who have been active in FAST during the following periods:
    a) Current users active within the past 10 minutes,
    b) Users active within the past hour,
    c) Users active within the past 24 hours,
    d) Users active within the past 7 days, and
    e) Users active within the past 30 days.

G. Available Help and Reference Information

There are several ways to get online help for the FAST system.

1. After logging into FAST, you will be typically be presented with FAST's "What's New?" screen. You can dismiss this screen from subsequent logins if you prefer – but when new information is added by FAST System Administrators you will be presented with the screen again when you log in. Additionally, you can select **What's New?** from the top of the **Help** tab at the top of every screen in FAST.

2. Frequently asked questions (and their answers) are also available from the **Help** tab at the top of every screen in FAST – click on the **Frequently Asked Questions (FAQ)** link to access this helpful system. As a FAST Agency Administrator you can also add additional questions/answers that are specific to your agency.

3. The FAST on-line help system, which is accessed by clicking on **Help** tab at the top of each FAST screen, and then selecting the **FAST On-line Help System** link. You can also click on the 🔵 icon within FAST to see an embedded pop-up help screen on a particular topic.

4. If additional assistance is needed, you may contact your FAST Help Desk point of contact (listed at the bottom of each page within the system and from the FAST Login page (https://fastweb.inel.gov/index.cfm?fuseaction=HelpDeskList).

A designated Agency (HQ) Administrator/Trainer's name and phone number is shown at the bottom of each page when logged FAST, and an Agency Help Desk List is available on the FAST Login screen. Those individuals (the designated HQ administrator and trainer) are always your first line of support when you or the users within your agency require assistance with FAST. For web-related problems, contact the FAST Message Center by email at michelle.kirby@inl.gov or by telephone at (208) 526-4273.